

REQUEST FOR QUOTATION (This is not an order)		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE			PAGE OF PAGES 1 7																
1. REQUEST NO. RFQ-CO-03-00009		2. DATE ISSUED 02/20/2003		3. REQUISITION/PURCHASE REQUEST NO. PR-CO-03-00215		4. CERT. FOR NAT. DEF. UNDER BOSA REG. 2 AND/OR DMS REG. 1		RATING													
5a. ISSUED BY US EPA USEPA R8 T&MS GRANTS AUDITS & PROCUREMENT PROGRAM 999 18TH ST STE 300 DENVER , CO 80202 2466				5b. FOR INFORMATION CALL: (No collect calls)				6. DELIVER BY (Date) 03/31/2003													
Name MARSHELL PULLMAN				TELEPHONE NUMBER (303) 312-6499 Fax: (303) 312-6685				7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)													
8. TO:				9. DESTINATION																	
a. Name SUMMIT TECHNICAL RESOURCES, INC				b. Company ATTN: DANIEL REEDER				a. Name of Consignee US EPA Mail Drop: USEPA R8 EPR, SF REMED RES 8EPR-SR													
c. Street Address P.O. BOX 4490				b. Street Address 999 18TH ST STE																	
Phone Number (303) 871-0703				Fax Number (888) 811-0527				c. City DENVER													
d. City BOULDER		e. State CO		f. Zip Code 80306		d. State CO		e. Zip Code 80202-2466													
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 6A ON OR BEFORE CLOSE OF BUSINESS (Date) 03/07/2003				IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 6A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this request for Quotations must be completed by the quoter.																	
12. SCHEDULE (Include applicable Federal, State and Local taxes)																					
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>ITEM NO. (a)</th> <th>SUPPLIES/SERVICES (b)</th> <th>QUANTITY (c)</th> <th>UNIT (d)</th> <th>UNIT PRICE (e)</th> <th>AMOUNT (f)</th> </tr> </thead> <tbody> <tr> <td>1-</td> <td> <p>This Request For Quote (RFQ) is for Summit Technical Resources, Inc. to provide a price quote for the Community Relations Support - Vasquez Boulevard/Insterstate I70 Superfund Site, to assist EPA in the preparing of and during the public comment period. Please See Attached Statement of Work.</p> <p>This requirement is restricted to Small Business Only.</p> <p>Please submit 2 copies of the price quote on the due date of (March 7, 2003) by 4:00 p.m. MST to the following address via fax, mail or email:</p> <p>U.S. EPA Region 8 (8TMS-G) Attn: Marshall Pullman 999 18th Street, Suite 300 Denver, CO 80202-2466</p> <p>Fax: (303) 312-6685</p> </td> <td>1</td> <td>JOB</td> <td></td> <td></td> </tr> </tbody> </table>										ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	1-	<p>This Request For Quote (RFQ) is for Summit Technical Resources, Inc. to provide a price quote for the Community Relations Support - Vasquez Boulevard/Insterstate I70 Superfund Site, to assist EPA in the preparing of and during the public comment period. Please See Attached Statement of Work.</p> <p>This requirement is restricted to Small Business Only.</p> <p>Please submit 2 copies of the price quote on the due date of (March 7, 2003) by 4:00 p.m. MST to the following address via fax, mail or email:</p> <p>U.S. EPA Region 8 (8TMS-G) Attn: Marshall Pullman 999 18th Street, Suite 300 Denver, CO 80202-2466</p> <p>Fax: (303) 312-6685</p>	1	JOB		
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12. DISCOUNT FOR PROMPT PAYMENT		a.10 Calendar Days (%)		b.20 Calendar Days (%)		c.30 Calendar Days (%)		d. Calendar Days Number Percent													
NOTE: Additional provisions and representations <input checked="" type="checkbox"/> are <input type="checkbox"/> are not attached.																					
13. NAME AND ADDRESS OF QUOTER				14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION			15. Date Of Quotation														
a. NAME OF QUOTER																					
b. STREET ADDRESS																					
c. COUNTY				16. SIGNER			b. TELEPHONE														
d. CITY				a. NAME (Type or Print)			Area Code														
e. STATE				f. ZIP CODE			c. TITLE (Type or Print)														
							Number														

PUBLIC
DOCUMENT

SDMS Document ID



2023387

REPRESENTATIONS, CERTIFICATIONS, AND PROVISIONS

The following representation applies when the contract is to be performed inside the United States, its territories or possessions, Puerto Rico, the Trust Territory of the Pacific Islands, or the District of Columbia:

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (Oct 2000)

- (a) (1) The North American Industry Classification System (NAICS) code for this acquisition is 561499 (insert NAICS code).
- (2) The small business size standard is _____ (insert size standard).
- (3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.
- (b) Representations. (1) The offeror represents as part of its offer that it ☒ is ☐ is not a small business concern.
- (2) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, for general statistical purposes, that it is, ☐ is not a small disadvantaged business concern as defined in 13 CFR 124.1002.
- (3) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it is, ☐ is not a women-owned small business concern.
- (4) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it is, ☐ is not a veteran-owned small business concern.
- (5) (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.) The offeror represents as part of its offer that it is, ☐ is not a service-disabled veteran-owned small business concern.

(c) Definitions. As used in this provision—

"Service-disabled veteran-owned small business concern"—

(1) Means a small business concern—

- (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and
- (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse of permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern", means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

"Veteran-owned small business concern" means a small business concern—

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern", means a small business concern—

- (1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

(d) Notice.

- (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.
- (2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall—

- (i) Be punished by imposition of fine, imprisonment, or both;
- (ii) Be subject to administrative remedies, including suspension and debarment; and
- (iii) Be ineligible for participation in programs conducted under the authority of the Act.
- (End of provision)

TAXPAYER IDENTIFICATION (FAR 52.204-3)(10/30/98)

(a) Definitions.

Common parent, as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

Taxpayer Identification Number (TIN), as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the

REPRESENTATIONS, CERTIFICATIONS, AND PROVISIONS

The following representation applies when the contract is to be performed inside the United States, its territories or possessions, Puerto Rico, the Trust Territory of the Pacific Islands, or the District of Columbia:

offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

☐ TIN: _____

☐ TIN has been applied for.

☐ TIN is not required because:

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

☐ Sole proprietorship;

☐ Partnership;

☐ Corporate entity (not tax-exempt);

☐ Corporate entity (tax-exempt);

☐ Government entity (Federal, State, or local);

☐ Foreign government;

☐ International organization per 26 CFR 1.6049-4;

☐ Other _____

(f) Common parent.

☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

☐ Name and TIN of common parent:

Name _____

TIN _____

Additional Clause(s):**CUSTOM****CLAUSES INCORPORATED BY REFERENCE**

The following clauses are included by reference in addition to the clauses incorporated by reference.

- 52.203-6 Restrictions on Subcontractor Sales to the Government
- 52.203-7 Anti-Kickback Procedures
- 52.222-20 Walsh-Healy Public Contracts Act
- 52.222-35 Affirmative Action for Special Disabled and Vietnam Era Veterans
- 52.223-6 Drug-Free Workplace
- 52.224-1 Privacy Act Notification
- 52.224-2 Privacy Act
- 52.232-18 Availability of Funds
- 52.232-25 Prompt Payment
- 52.246-1 Contractor Inspection Requirements
- 52.247-32 F.O.B. Origin, Freight Prepaid
- 52.247-34 F.O.B. Destination
- 52.203-1 Officials Not To Benefit
- 52.203-3 Gratuities
- 52.222-3 Convict Labor
- 52.222-26 Equal Opportunity
- 52.232-1 Payments
- 52.232-8 Discounts for Prompt Payment (with Alternate 1)
- 52.233-1 Disputes
- 52.243-1 Changes (Alternate 1) Fixed Price
- 52.243-1 Changes - Fixed Price
- 52.249-1 Termination For Convenience of the Government (Fixed Price) Short Form
- 52.249-4 Termination For Convenience of the Government (Fixed Price) Short Form
- 52.249-5 Termination For Convenience of the Government (Fixed Price)

CUSTOM**PROJECT OFFICER**

The project officer defined in block 6 is hereby designated as the project officer for this requirement. As such, he/she shall:

- 1 - provide all information of a general nature necessary in the performance of this order.
- 2 - be responsible for inspection and acceptance of the services for the certification of invoices.

The Project Officer does not have the authority to issue any technical direction which changes or modifies the scope of work, or alter the period of performance.

EP-S**99-1 Compliance with Veterans Employment Reporting Requirements (OCT 98)**

The following solicitation provision applies to Request for Quotes at \$25,000 or over.

(a) The Offeror represents that, if it is subject to the reporting requirements of 38 U.S.C. 4212 (d) (i.e. the VETS-100 report required by the Federal Acquisition Regulation clause 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era), it has [], has not [] submitted the most recent report required by 38 U.S.C. 4212 (d).

(b) An Offeror who checks he "has not" may not be awarded a contract until the required reports are filed. (31 U.S.C. 1354)

EPAAR**1552.211-78 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (OCT 00)****COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (OCT 2000)**

(a) Definition. Information Resources Management (IRM) is defined as any planning, budgeting, organizing, directing, training, promoting, controlling, and managing activities associated with the burden, collection, creation, use and dissemination of information. IRM includes both information itself, and the management of information and related resources such as personnel, equipment, funds, and technology. Examples of these services include but are not limited to the following:

- (1) The acquisition, creation, or modification of a computer program or automated data base for delivery to EPA or use by EPA or contractors operating EPA programs.
- (2) The analysis of requirements for, study of the feasibility of, evaluation of alternatives for, or design and development of a computer program or automated data base for use by EPA or contractors operating EPA programs.
- (3) Services that provide EPA personnel access to or use of computer or word processing equipment, software, or related services.
- (4) Services that provide EPA personnel access to or use of: Data communications; electronic messaging services or capabilities; electronic bulletin boards, or other forms of electronic information dissemination; electronic record-keeping; or any other automated information services.

EPAAR 1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (II) (OCT 00)

(b) General. The Contractor shall perform any IRM related work under this contract in accordance with the IRM policies, standards and procedures set forth in this clause and noted below. Upon receipt of a work request (i.e. delivery order or work assignment), the Contractor shall check this listing of directives (see paragraph (d) for electronic access). The applicable directives for performance of the work request are those in effect on the date of issuance of the work request.

(1) IRM Policies, Standards and Procedures. The 2100 Series (2100-2199) of the Agency's Directive System contains the majority of the Agency's IRM policies, standards and procedures.

(2) Groundwater Program IRM Requirement. A contractor performing any work related to collecting Groundwater data; or developing or enhancing data bases containing Groundwater quality data shall comply with EPA Order 7500.1A - Minimum Set of Data Elements for Groundwater.

EPAAR 1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (III) (OCT 00)

(3) EPA Computing and Telecommunications Services. The Enterprise Technology Services Division (ETSD) Operational Directives Manual contains procedural information about the operation of the Agency's computing and telecommunications services. Contractors performing work for the Agency's National Computer Center or those who are developing systems which will be operating on the Agency's national platforms must comply with procedures established in the Manual. This document may be found at: <http://www.epa.gov/docs/etsdop/>.

(c) Printed Documents. Documents listed in (b)(1) and (b)(2) may be obtained from:

U.S. Environmental Protection Agency
Office of Administration
Facilities Management and Services Division
Distribution Section
Mail Code: 3204
Ariel Rios Building
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Phone: (202) 260-5797

(d) Electronic Access. A complete listing, including full text, of documents included in the 2100 Series of the Agency's Directive System is maintained on the EPA Public Access Server on the Internet at <http://epa.gov/docs/irmpoll8/>.

****end of clause****

EPAAR 1552.232-70 Application of Prompt Payment Act (APR 84)

Contracts with Advanced, Progress or Provisional Payments

EPAAR 1552.233-70 NOTICE OF FILING REQUIREMENTS FOR AGENCY PROTESTS (JUL 89)

Agency protests must be filed with the Contracting Officer in accordance with the requirements of FAR 33.103(d) and (e). Within 10 calendar days after receipt of an adverse Contracting Officer decision, the protester may submit a written request for an independent review by the Head of the Contracting Activity. This independent review is available only as an appeal of a Contracting Officer decision on a protest. Accordingly, as provided in 4 CFR 21.2(a)(3), any protest to the GAO must be filed within 10 days of knowledge of the initial adverse Agency action.

FAR 52.204-3 Taxpayer Identification (JUN 87)

FAR 52.213-2 INVOICES (APR 84)

The Contractor's invoices must be submitted before payment can be made. The Contractor will be paid on the basis of the invoice, which must state (a) the starting and ending dates of the subscription delivery, and (b) either that orders have been placed in effect for the addresses required, or that the orders will be placed in effect upon receipt of payment.

FAR 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (OCT 00)

Small Business Program Representations

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is _____ [insert NAICS code].

(2) The small business size standard is _____ [insert size standard].

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that

it * is, * is not a small business concern.

(2) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, for general statistical purposes, that it * is, is * not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it * is, * is not a women-owned small business concern.

FAR 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (II) (OCT 00)

(4) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it * is, * is not a veteran-owned small business concern.

(5) [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.] The offeror represents as part of its offer that it * is, * is not a service-disabled veteran-owned small business concern.

(c) Definitions. As used in this provision—

"Service-disabled veteran-owned small business concern"—

(1) Means a small business concern—

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

FAR 52.219-6 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (JUL 96)
NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (JUL 1996)

(a) Definition.

Small business concern, as used in this clause, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation. (b) General. (1) Offers are solicited only from small business concerns. Offers received from concerns that are not small business concerns shall be considered nonresponsive and will be rejected.

(2) Any award resulting from this solicitation will be made to a small business concern.

(c) Agreement. A small business concern submitting an offer in its own name agrees to furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States. The term United States includes its territories and possessions, the Commonwealth of Puerto Rico, the trust territory of the Pacific Islands, and the District of Columbia. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply in connection with construction or service contracts.

(End of clause)

FAR 52.219-70 Section 8(a) Direct Award (JUN 98)
Section 8(a) Direct Award (JUN 1998)

(a) This contract is issued as a direct award between the contracting activity and the 8(a) contractor pursuant to the Memorandum of Understanding between the Small Business Administration (SBA) and the [Insert Agency Name]. SBA does retain responsibility for 8(a) certification, 8(a) eligibility determinations and related issues, and providing counseling and assistance to the 8(a) contractor under the 8(a) program. The cognizant SBA district office is:

[To be Completed by Contracting Officer at time of award]

(b) The contracting activity is responsible for administering the contract and taking any action on behalf of the Government under the terms and conditions of the contract. However, the contracting activity shall give advance notice to the SBA before it issues a final notice terminating performance, either in whole or in part, under the contract. The contracting activity shall also coordinate with SBA prior to processing any novation agreement. The contracting activity may assign contract administration functions to a contract administration office.

(c) The contractor agrees:

(1) to notify the Contracting Officer, simultaneous with its notification to SBA (as required by SBAs 8(a) regulations), when the owner or owners upon whom 8(a) eligibility is based plan to relinquish ownership or control of the concern. Consistent with 15 U.S.C. 637(a) (21), transfer of ownership or control shall result in termination of the contract for convenience, unless SBA waives the requirement for termination prior to the actual relinquishing of ownership and control.

(2) It will adhere to the requirements of 52.219-14, Limitations on Subcontracting.

(End of clause)

FAR 52.249-1 Termination for Convenience of the Government (Fixed Price) (Short Form) (APR 84)

FAR EP52.210-100 Statement of Work/Specifications (APR 84)

FAR a 52.232-34 Payment by Electronic Funds Transfer--Other than Central Contractor Registration (I) (MAY 99)

PAYMENT BY ELECTRIC FUNDS TRANSFER--OTHER THAN CENTRAL CONTRACTOR REGISTRATION (MAY 1999)

(a) Method of payment.

(1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT) except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer and may also include the payment information transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the Contractor agrees to either--

(i) Accept payment by check or some other mutually agreeable method of payment; or

(ii) Request the Government to extend payment due dates until such time as the Government makes payment by EFT (but see paragraph (d) of this clause).

(b) Mandatory submission of Contractors EFT information.

(1) The Contractor is required to provide the Government with the information required to make payment by EFT (see paragraph (i) of this clause). The Contractor shall provide this information directly to the office designated in this contract to receive that information (hereafter: "designated office") by no later than 15 days prior to submission of the first request for payment. If not otherwise specified in this contract, the payment office is the designated office for receipt of the Contractors EFT information. If more than one designated office is named for the contract, the Contractor shall provide a separate notice to each office. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the designated office(s).

**Statement of Work
Environmental Advisory Services**

**Proposed Plan Community Relations Support
USEPA Region 8
Vasquez Boulevard/Interstate 70 Superfund Site
Denver, Colorado**

1. Introduction

This Statement of Work is to provide community relations support to assist EPA in preparing for and during the public comment period associated with the proposed clean up plan for Operable Unit 1 (OU-1) at the Vasquez Boulevard/Interstate 70 (VB/I70) Superfund Site. The VB/I70 site covers an area of approximately four square miles in north-central Denver, Colorado which was thought to have been contaminated by smelters that had operated at the site. The purpose of this proposed plan is to present remedial alternatives to address the health risks associated with potential exposure to soils contaminated with lead and arsenic.

The VB/I70 site is considered an Environmental Justice site because it is located in a predominantly low-income minority community which is disproportionately affected by environmental impacts from many sources of pollution, including industry and major transportation corridors. A significant portion of the community is Spanish speaking.

2. Objective

The objective of this contract is to provide community relations support to EPA in preparing the proposed plan, during the public comment period and preparation of the Record of Decision (ROD).

3. Work Assignment Tasks

- a. **Scoping Meeting.** The contractor shall meet with EPA to discuss the scope of work, schedule, and background information needed to perform this work.
- b. The contractor shall assist EPA in revising the proposed plan fact sheet. A fact sheet for this work was prepared and issued to the public in 2002. Based on public comment, a sixth alternative was added to be considered for site clean-up. This work will consist of revising the fact sheet issued last year to include this new alternative. The required assistance includes:
 - i. Editing and formatting original text provided by EPA.
 - ii. Providing necessary graphics
 - iii. Translating English text to Spanish text
 - iv. Providing 5000 copies of the English and Spanish text fact sheets.

- v. Folding and placement of the fact sheets into one envelope. The EPA will mail the documents.
- vi. Providing mailing labels. EPA will provide an electronic copy of the mailing list.

For costing purposes, assume that the fact sheet is 12 pages of English text.

- c. The contractor shall provide support for 3 public meetings. When attending public meetings and open houses, contractor employees must identify themselves as employees of an EPA contractor. The required support for each public meeting includes:
 - i. Renting the meeting space.
 - ii. Advertising the meeting in one major newspaper (Denver Post or Rocky Mountain News) and two local Spanish publications (El Seminario and La Voz). EPA will provide the English text for each newspaper advertisement. The contractor shall translate the English text, and place and purchase all advertisements. Assume each advertisement will be 4 by 5 inches. EPA will approve in writing the draft advertisement.
 - iii. Provide audio-visual equipment such as screen, microphones, speakers, and a slide projector.
 - iv. Provide simultaneous translation services. This includes providing a sound proof booth for the translator and headsets for the Spanish Speaking portion of the audience. Also provide two translators in the audience to translate questions.
 - v. Provide a court reporter and English transcripts for each meeting
 - vi. Provide posters of key components of the proposed alternatives. For costing purposes, assume 6 posters. EPA will approve in writing the draft.
- d. The contractor shall provide support in preparing the ROD. The required support includes:
 - i. Advertising the meeting in one major newspaper (Denver Post or Rocky Mountain News) and two local Spanish publications (El Seminario and La Voz). EPA will provide the English text for each newspaper advertisement. The contractor shall translate the English text, and place and purchase all advertisements. For costing purposes, assume each advertisement will be 4 by 5 inches. EPA will approve in writing the draft advertisement.
 - ii. Summarize the comments received during the public comment period. For costing purposes, assume 100 comments will be received.
 - iii. Assist EPA in preparing the ROD.

4. Period of Performance

The period of performance for this contract is from March 12 through September 30, 2003.

5. EPA Contacts

Technical Contact Victor Ketellapper 303-312-6578

Contracting Contact Marshell Pullman 303-312-6737

6. Schedule

<u>Activity</u>	<u>Due Date</u>
Scoping Meeting	Within two weeks of award
Prepare Proposed Plan	March 2003
Public Comment Period	April 1- April 30, 2003
Finalize ROD	June 30, 2003

Evaluation Criteria

The quotations will be evaluated by the following factors:

1. Reasonable and competitive price
2. Documented knowledge and experience with the following:
 - CERCLA Community Relations procedures
 - Preparation of a CERCLA Record of Decision
 - Providing English/Spanish Translation Services
 - Providing Court Reporting Services

Quotation Submission Instructions

Contractors shall prepare a succinct written proposal that addresses the work described in the Statement of Work, a detailed budget, list of subcontractors (if any) and a statement of qualifications. Quotations (not including resumes) should be fewer than 5 pages.

Contractors shall include pricing information by task for the total effort that clearly displays wage rates, labor hours, other direct costs and travel expenditures.

Contractors shall provide supporting documentation that 1) supports their ability to perform these tasks, 2) provide resumes of the personnel proposed for assignment to the project.

All submissions, including the proposal shall be made on double-sided copies.